

Department of Consumer Affairs

Position Duty Statement

HR-041 (07/2015)

Classification Title	Board/Bureau/Division
Attorney IV	Legal Affairs Division
Working Title	Office/Unit/Section / Geographic Location
	Legal Affairs/ Sacramento
Position Number	Name and Effective Date
610-220-5780-001	

General Statement: Under the general direction of the Assistant Chief Counsel, Legal Affairs Division, the Attorney IV will perform the most sensitive and complex legal work including assignments involving clients and cases of the highest degree of difficulty. Using broad discretion and working independently with minimal supervision, the Attorney IV provides professional legal services to the Department of Consumer Affairs, the Department's boards, bureaus and programs, and other state agencies, when requested, on the most complex and sensitive kinds of issues. The Attorney IV serves as a liaison with, and provides assistance to, the Attorney General's Office with respect to court cases and other matters the Department is represented in by the Attorney General's Office. The Attorney IV represents the Department in litigation or regulatory actions involving opposing counsel and representatives who have a high level of experience and specialization. The Attorney IV must possess the ability to interact independently, professionally and courteously with staff of the Department's boards, bureaus and programs while performing multiple tasks that often require stringent deadlines. Duties include, but are not limited to, the following:

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

40% Litigation and Legal Advisor/ General Legal Services (E)

- Supports the Legal Affairs Division by handling legal assignments and clients of the highest difficulty and complexity. Provides general legal services to the Department, the department's boards, bureaus and programs, and other state agencies. Reviews and delegates work to other attorneys in complex cases. Develops and implements litigation strategies. Directs investigations and case preparation in complex legal matters. **(20%)**
- Conducts analyses and research of statutory and case law, reports and advises Executive and Legal staff. Drafts legal opinions, conducts legal writing and research, provides legal training and outreach, and responds to difficult legal correspondence. Acts as liaison with the Department's boards, bureaus and programs to ensure that the Department's public safety and regulatory mission is carried out. Provides representation and legal services, including preparing legal memoranda, regulations, legislation, handling personnel management issues, reviewing contracts, conducting and preparing training materials, and preparing law enforcement documents, when requested. Assists other personnel within the Division and Department, when requested, in implementing the services and advocacy provisions of the Consumer Affairs Act. **(20%)**

20% Lead Attorney (E)

- Acts in a lead capacity and as an advisor/consultant to less senior Legal Affairs attorneys and staff, with respect to his/her area(s) of subject matter expertise. Advises other attorneys, including house counsel and those drafting regulations, on legal requirements and policies within his/her area(s) of subject matter expertise. Provides day-to-day management of the Department's caseload within a designated subject matter.

20% Policy Advisor (E)

- Tracks, analyzes, interprets and provides recommended Department positions on pending state and federal legislation within his/her area of expertise for the Department's Director, Executive and Legal Affairs staff. Represents the Department at local, state, and national meetings, seminars, and conferences within his/her area(s) of subject matter expertise.

10% Education (E)

- Educates consumer complaint handlers, board members, board, bureau and program staff, attorneys, judges, and others upon whom consumers rely, including, seminars for consumer complaint handlers, departmental investigators and other specialized staff. Researches and writes research reports, fact sheets and other published materials.

10% Professional Development (E)

- Devotes time to his/her own professional development. Such as, reading of current literature; attendance at educational programs; preparing for and conducting education programs; participation in activities of the bar and liaison with other relevant organizations.

B. Supervision Received

The Attorney IV is directly supervised by the Assistant Chief Counsel, but may also receive assignments from the Deputy Director, Legal Affairs Division.

C. Supervision Exercised

While the Attorney IV does not have formal supervisory authority, the Attorney IV does routinely provide advice and guidance to other counsel and may act in a lead capacity with an Attorney III or an Attorney.

D. Administrative Responsibility

Minimal, as needed.

E. Personal Contacts

The Attorney IV has frequent contact with professional and management and support staff in the Division, Executive Staff, board/bureau staff, the Legislative and Regulatory Review Division, the Division of Investigation, private attorneys, district attorneys, the Attorney General's Office, other government agencies, media representatives, and organizations such as the California District Attorneys Association, the State Bar of California and the California Consumer Affairs Association. Many of these contacts are sensitive, and may also be confidential under the attorney-client and work product privileges.

F. Actions and Consequences

Failure to perform these duties adequately could result in inefficient operation of the unit (and to some extent, the division), and could also result in provision of inaccurate or incomplete advice or assistance, with the possibility that recipients of these services might take positions or implement policies that are not advantageous or are not adequately supported.

G. Functional Requirements

The incumbent works in an office setting in the Legal Affairs Division suite, with artificial light and temperature control. The ability to use a personal computer is essential. The position requires bending and stooping to retrieve files; occasional light lifting, up to 10 – 15 lbs.

H. Other Information

Licensing Requirement: Incumbent must maintain active membership in the California State Bar and comply the Rules of Professional Conduct at all times.

Incumbent must be able to travel to board meetings throughout the state.

The position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name, Classification